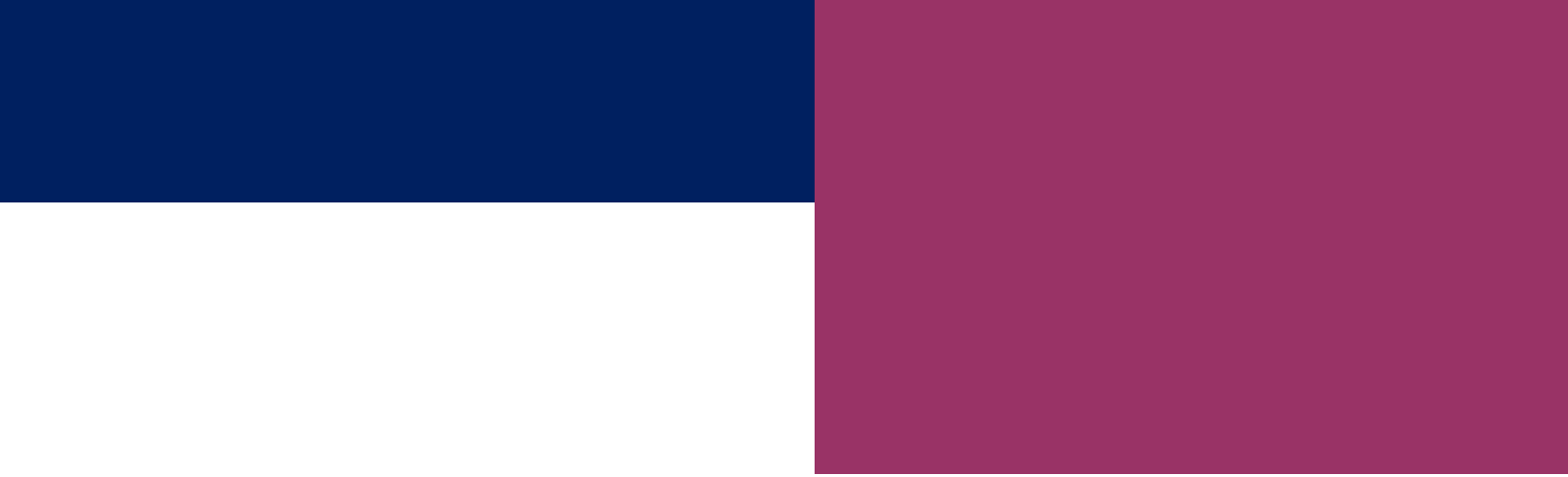




Higher Level Teaching Assistant

Support Staff: Grade 8, Points 15 to 18



Trust Mission Statement

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.





Job Purpose

The HLTA will work under the direction and supervision of the Teacher to contribute to the planning, delivery and evaluation of learning activities for whole classes, groups and individual pupils. Specified work may be delivered to whole classes, without the presence of a Teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision) and/or on a more ad hoc basis as part of the schools strategy for managing absence. HLTAs may also undertake day-to day management responsibility for TAs, LSAs and classroom volunteers; and contribute to policy and strategic development.

Relationships

The Higher Level Teaching Assistant will report directly to the Head Teacher. Other key relationships include:

- **Pupils** – establish an environment that is welcoming and safe for pupils ensuring that a nurturing, professional working relationship is in place. Act as a role model to pupils at all times.
- **Parents/Carers** – ensure that parents/carers find the Learning Support Assistant approachable, supporting the Teacher in establishing positive working relationships with parents/carers.
- **Wider Staff Team** – Establish excellent working relationships with the wider staff team ensuring that relationships are collaborative and seek to share best practice at all times.
- **Stakeholders** – There may be times where visitors attend school in which the Learning Support Assistant will be required to work with/communicate with.
- **Trust Colleagues** – establish effective working relationships with Trust wide colleagues as required.

BEP Employee Responsibilities

- Truly support the mission statement, values and ethos of the Trust – demonstrate and role model this commitment in everything that you do to students and colleagues;
- Make safeguarding children a priority;
- Understand and comply with relevant policies and procedures, including (not exhaustive) those relating to:
 - Child protection
 - Health, safety and security
 - Code of Conduct
 - Whistleblowing
 - Confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the children and students within our Trust
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.



Specific Responsibilities

Specific Duties and Responsibilities:

- To contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on pupil engagement and achievement.
- To contribute to the planning, delivery and evaluation of learning activities for groups and individual pupils, planning your own role and providing feedback on pupil engagement and achievement.
- To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate pupils and advance their learning, monitoring responses and modifying your approach accordingly.
- To organise and manage learning activities in ways which keep learners safe.
- To promote and support the development of pupil's self-reliance, self-esteem and emotional resilience.
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- To support the physical, intellectual, emotional and social development of pupils, contributing to planning and facilitating children and young people's learning and development.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting teaching and learning.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
- To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities.
- Having regard to equality of opportunity, to provide care and encouragement to all pupils, planning for and supporting their participation in structured and unstructured activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide support for bilingual / multilingual pupils if required.
- To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
- To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To supervise and advance the learning of a whole class, in the absence of the Teacher, ensuring that the pupils are engaged in work as set by the Teacher, and ensuring that pupils are engaged in appropriate learning activities and managing any behaviour issues that may arise in accordance with school policy.

- Where appropriate take responsibility for the day to day management of other Teaching Assistants and Learning Support Assistants in order to develop their working practices, support them in identifying their own learning needs and help provide opportunities to address these needs as appropriate.
- To support and motivate volunteers, including briefing them on their responsibilities, giving them feedback on their work, and assisting them to resolve any problems that may arise.
- To contribute to the development and review of policies and practices relevant to classroom support staff.
- To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
- To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.
- To organise cover for absent colleagues (teachers or support staff), for planned and unplanned absences.
- To lead an extra-curricular activity under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To attend SLT meetings if required for input on relevant aspects of strategic development.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.*
- To provide toileting support to pupils as necessary.*

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment

** these duties only to be undertaken after appropriate risk assessment and training have been provided.

The job description outlines key accountabilities for the role and it may be necessary to ask the postholder to undertake additional duties commensurate to the role as and when required.



The Person

HLTA status and Level
2 qualifications in
maths/numeracy and
English/literacy

Ability to undertake a
proactive approach to
supporting the Teacher
and learning within the
classroom

Experience of supporting
planning, evaluation and
delivery of learning
activities for children and
young people in a formal
setting

The Post Holder

Ability to manage
pupil behaviour in
accordance with
school policy and
procedure

Ability to review data
and utilise information
to support the Teacher
in developing the
pupils

Excellent communication
and interpersonal skills,
able to work effectively in
a team

Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name:

Signed:

Date: